School Finance Payment Systems

State of Arizona – Department of Education

Change Request

November 15, 2023

Project Team Introduction

Roles Present at ITAC

- Art Harding – Chief Operating Officer/Project Sponsor

- Beth Neeley – Chief Information Officer

- Qur'an Nero – Director of IT Program Management

- Tim McCain – Deputy Associate Superintendent, School Finance Product Owner

- Sudha Mantripragada – Project Manager

- Klyde Nieb - IT Architect

Project Introduction

Overview of the Project

On August 10, 2022, a Change Request was approved by ADOA ASET to move from Phase II to Phase III.

Phase III comprised of the following scope of work:

- Conduct Budget and AFR Pilot Program and release the new Finance System to Production
- Produce the Superintendent Annual Financial Report (SAFR) Reports via Report Designer and Calculation Designer
- Complete data sharing configurations for External Agencies
- Automate the remaining manual miscellaneous payments:
    County Small School payment
    Unorganized Territory Payment
    CEC Payment
    County Jail Payment
    County Juvenile Payment
- Miscellaneous enhancements deferred from Phase I and II

We are now seeking ITAC approval for a change request to extend the project timeline and modify the scope for the remainder of the project. Today's presentation will summarize the factors driving this request and provide an overview of timeline changes.

Project Change Request Overview

What in the PIJ is changing

✓ Timeline
  ○ From April 2024 to June 30, 2024
✓ Scope
  ○ Eliminating Low priority enhancements including Adjustment Review Tool admin functionality changes and other UI cosmetic enhancements.
  ○ Adjusting the Dev/QA/UAT timelines and Critical Deliverable date for CEC Payment
  ○ Adjusting UAT timelines and Critical Deliverable dates for County Jail and County Juvenile Payments
  ○ Adding .Net upgrade for both, Payment and Finance Systems
  ○ Adding Additional enhancements including Charter Network Support level calculation Changes and Performance Tuning and Load Testing of the entire system
❏ Budget
  ○ No Impact

Project Change Request Overview

What initiated this change

Primary factors that initiated this change Request:

Issue I006: .Net Core 3.1 Microsoft Support ended

Resolution: Timeline has been adjusted to upgrade the .Net version for Payment Systems and Finance System from .Net Core 3.1 to .Net 8 to have continued support from Microsoft.

Issue I005: Certificate of Educational Convenience (CEC) Payment Development completion delay due to extended support required for SAFR Reports production preparation and development resource constraints.

Resolution: CEC timeline for Development, QA, UAT, and the Critical Deliverable date have been adjusted so team could focus on SAFR reports move to the Production.

Revised Project Scope

Critical Additions in scope

.Net Migration

School Finance Payment Systems and related applications including SDER, Transportation, and Charter Estimated Counts, and Finance System are currently on .Net Core 3.1. Microsoft support on Core 3.1 has expired.

ADE has extended the timeline of this project to accommodate the upgrade to .Net 8 and full regression testing of both the systems by IT before moving to UAT and Production.

Performance Tuning & Load Testing

As part of our lessons learnt after our initial move to production, SF and IT teams identified Performance tuning needs and load testing needs.

This shall benefit the system by reducing the lag in processing larger number of files concurrently.

Revised Project Timeline

Name	Existing Start Date	Existing End Date	New Start Date	New End Date	Continue/New/Removed
Adj. review tool_early recapture and skip month	7/18/2023	1/12/2024	N/A	N/A	Removed
Allow Negative amounts in Current Month Payment Column for School District Payments	9/1/2023	12/6/2023	N/A	N/A	Removed
Add Payment Header ID to Payment Review Screen and Export	11/9/2023	12/11/2023	N/A	N/A	Removed
District and Charter Payment Details Review Screen Link to BSA 55 and 64	11/16/2023	12/13/2023	N/A	N/A	Removed
Add Entity ID to exported excel from LEA submitted file Dashboard	11/15/2023	12/6/2023	N/A	N/A	Removed
Payment Systems	3/2/2023	2/7/2024	9/14/2023	6/5/2024	
CSF & Charter - Copy Prior Month data for subsequent months in case of Mid Year closure	9/18/2023	10/23/2023	9/18/2023	11/15/2023	Continue
County jail payment processing	6/1/2023	12/12/2023	9/14/2023	2/27/2024	Continue
County juvenile detention center payment processing	5/11/2023	12/11/2023	10/2/2023	2/27/2024	Continue
Retain filter selections on Adjustments screens upon returning to the screen	9/11/2023	12/14/2023	9/11/2023	12/14/2023	Continue
Allow upcoming Fiscal year Payment Run before Current Year Payment 12	10/2/2023	2/7/24	10/2/2023	2/7/2024	Continue
Payment Systems .Net Upgrade	N/A	N/A	11/16/2023	4/23/2024	New
Certificate of Education Convenience payment & processing (Payment System)	4/17/2023	7/31/2023	1/4/2024	6/5/2024	Continue
Charter Network Support level issue for 915s	N/A	N/A	1/4/2024	5/20/2024	New
DAA adjustments should be applied to remaining payment periods in the fiscal year	9/25/2023	11/22/23	9/25/2023	5/7/2024	Continue
PlaceHolder - Legislative Changes for FY24	01/8/2024	3/19/2024	2/19/2024	5/31/2024	Continue

Revised Project Timeline

Name	Existing Start Date	Existing End Date	New Start Date	New End Date	Continue/New/Removed
Finance System	4/3/2023	1/12/2024	11/16/2023	6/14/2024	
For SAFR - Multiple repeating rows in Report designer to support combination of districts and Charters in the same report	N/A	N/A	11/16/2023	12/19/2023	New
Exportable list of tests in a file from UI	11/22/2023	1/12/2024	11/21/2023	1/10/2024	Continue
Exit or Return button from "View log" screen and retain filters	11/21/2023	12/15/2023	11/21/2023	12/15/2023	Continue
Ability for LEAs to upload pdf files into Budget System	N/A	N/A	11/27/2023	1/16/2024	New
Load Test and Performance Tuning	N/A	N/A	1/8/2024	4/12/2024	New
Finance System .Net Upgrade	N/A	N/A	1/8/2024	5/10/2024	New
Nightly job Automate for legacy data	N/A	N/A	3/4/2024	5/17/2024	New
Historical Data load for prior 10 years to be used for SAFR report	N/A	N/A	2/26/2024	4/30/2024	New
Production Setup and Deployment - Finance System	N/A	N/A	5/20/2024	6/3/2024	New
Production Setup and Deployment - Payment System	N/A	N/A	6/5/2024	6/14/2024	New
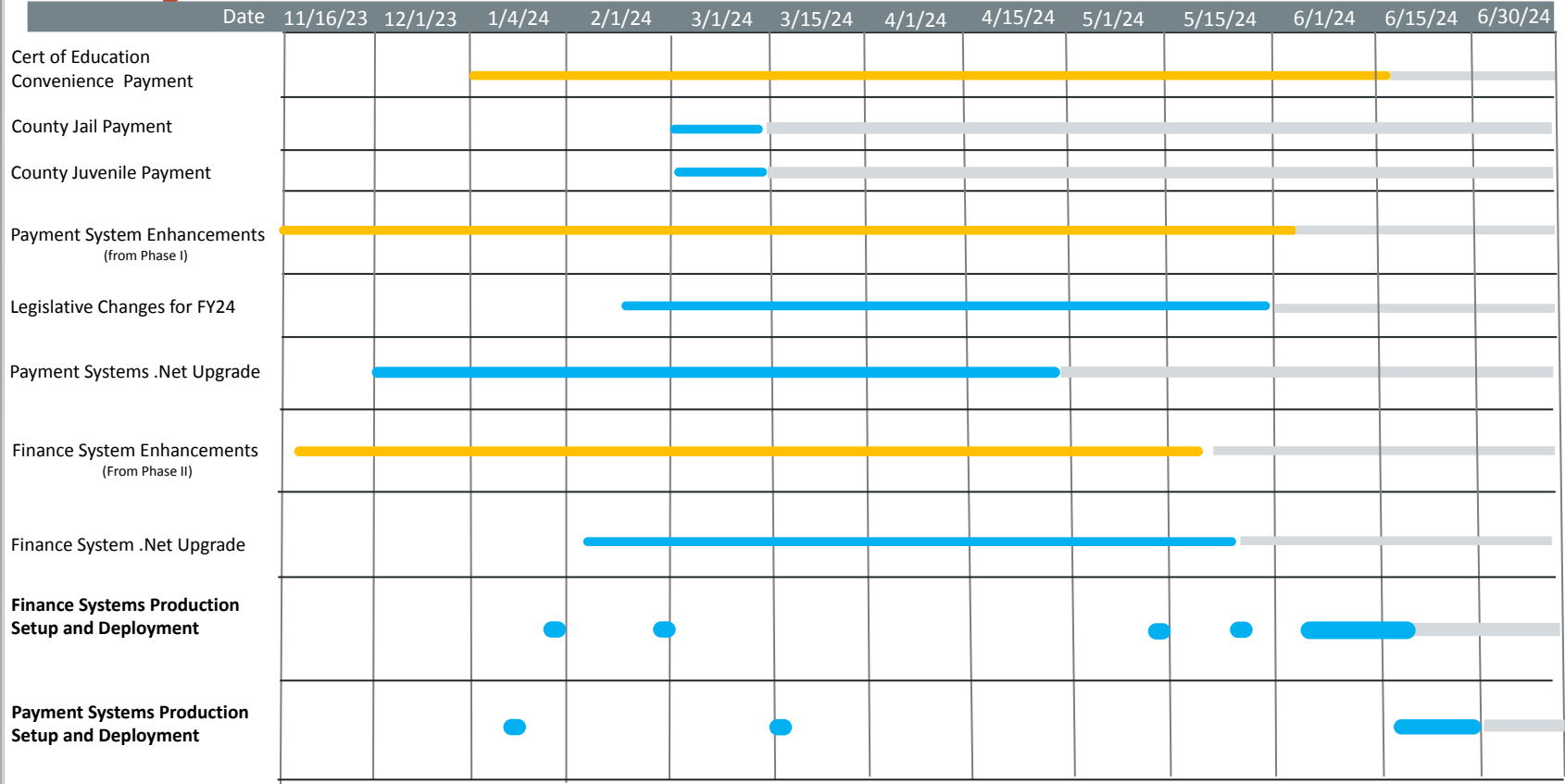
Q & A
Session

Recommended Conditions

ADOA-ASET Conditions

1. ASET, with ADE input, will detail the new project development milestones to set specific deliverable dates and will include deadlines for the entire project lifecycle and full system documentation. Should a milestone not be completed by the projected date, ADE shall submit a corrective action plan within 5 business days of the missed projected milestone completion date. The corrective action plan must provide a description of the missed milestone, cause(s) of the delay and the new projected completion date. If the new projected completion date is more than a 10% increase from the original milestone timeline or if ADE fails to meet the new projected milestone completion date, ASET may cause the project to be scheduled for ITAC review at the next available ITAC meeting for consideration of pausing, stopping, resetting, or continuing the project. Proof of the completion of a milestone will be by demonstration of the completed milestone by ADE with approval by ASET Oversight and ADE Executive Steering Committee.

2. ADE will provide ASET and ITAC a baseline projected expenditure plan broken out by month and a month to month financial burndown report for the duration of the project. ADE shall provide actual project expenditures for the previous month by the 15th of each month. For any variance between actual and projected expenditures for the month, ADE shall provide an explanation of the variance. Further, ADE shall submit a corrective action plan with the actual project expenditures that month which resets project expenditure projections for the remainder of the project timeline. Should the total costs of Phase 3 exceed the estimated costs by 10% or more, the Department of Education must amend the PIJ, to reflect the changes, and submit it to ADOA-ASET for review and ITAC approval prior to the further expenditure of funds.

3. ADE shall provide ITAC with quarterly informational updates regarding the status of milestones and expenditures in accordance with the ITAC conditions above. ADE shall monitor and provide updates where appropriate as to the status, or any changes related to, risks identified in the current plan, the upcoming transition of key staff members, or new legislation not yet evaluated to determine any potential impact on the project.

4. The Department of Education must work with the Department of Administration and maintain a committee, to include an independent third party, for the purpose of performing business and system documentation review and approval.

5. ADE shall adhere to any requirements as stated and set forth in language from HB2898, HB2895, or HB2862.

6. The Department of Education shall ensure that all contracted employees are fully informed of and follow all State of Arizona Policies, Standards and Procedures located here: https://aset.az.gov/resources/policies-standards-and-procedures.